

CITY MANAGER

Purpose:

To actively support and uphold the City's stated mission and values to make Tempe the best place to live, work and play. To perform the duties of the chief administrative officer of the City and be responsible to the City Council for all affairs of the City. To develop, initiate and implement policy direction. To carry out all responsibilities and exercise authority within the City's values of people, integrity, respect, openness, creativity and quality.

Supervision Received and Exercised:

Receives policy direction from the City Council.

Exercises direct supervision over executive, administrative, professional and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Ensure compliance of all ordinances, provisions of the Charter and acts of the City Council subject to his/her direction and supervision;
- Work closely with City Council to define and accomplish strategic goals and objectives and execute successful business practices;
- Keep City Council fully advised as to the condition and needs of the City and make recommendations; maintain open and supportive relationships with the Mayor and City Council;
- Attend all City Council meetings, unless excused by the City Council; designate someone to represent him/her if excused;
- Direct, guide and supervise the administration of all departments and offices of the City, except those appointed by City Council;
- Communicate orally and in writing with the general public, the media, bargaining unit groups, external stakeholders and City Council to discuss concerns, answer questions, resolve problems and present programs and information;

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City Manager (continued)

- Direct and participate in the development and administration of the City budget; direct
 the forecast of funds needed for staffing, equipment, materials and supplies; monitor
 and approve expenditures; implement mid-budget-cycle adjustments; prepare and
 provide the City's annual operating budget to the City Council for approval;
- Facilitate and sustain positive labor relations;
- Select, train, motivate and evaluate personnel; create and maintain an organizational climate that attracts, retains and develops talent at all levels;
- Demonstrate a strong commitment to value diversity in the City; ensure a discrimination free workplace inclusive of race, color, creed, religion, gender, age disability, sexual orientation, familial status, and all other non-job related factors;
- Role model ethical conduct and set high standards of integrity;
- Advocate continuing education for staff to ensure effective training, development and succession planning;
- Ensure accountability throughout the City organization;
- Review regular and comprehensive management reports from all departments and divisions:
- Build relationships and effective networks with peers in neighboring communities; participate on a variety of boards and commissions; attend and participate in intergovernmental and professional groups and committees;
- Negotiate contracts and solutions on a variety of administrative, fiscal and special projects;
- Respond to and diplomatically resolve difficult and sensitive employee, resident and other stakeholder inquiries and complaints;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Eight years of senior management experience in an urban city or county organization.

Education:

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A Bachelor's degree from an accredited college or university with major course work in business administration, public administration or degree related to the core functions of this position.

License/Certifications:

None

Additional Requirements:

Residency within the City of Tempe is required and must be established within six months of appointment.

Examples of Physical and/or Mental Activities:

- Operate computers and other office machines using repetitive hand/eye movement
- Considerable reading and close vision work
- May require working extended hours

Competencies:

- Organizational Vision
- Entrepreneurship
- Networking
- Preparing & Evaluating Budgets
- Monitoring & Controlling Resources
- Motivating and Inspiring
- Staffing
- Monitoring Work
- Delegating
- Development & Mentoring
- Support Others
- Teamwork
- Customer Service
- Initiative
- Dependability and Reliability
- Inclusion
- Communication
- Interpersonal skills
- Integrity
- Professionalism
- Willingness to Learn

Job Code: 004

Status: Exempt / Unclassified